



Budget Instructions



Administration

As defined in WIOA regulations at 20 CFR 667.220:

The definition is function-based; therefore, only the costs associated with performing the activities or functions listed in the regulations and ones that are not related to the direct provision of workforce investment services are considered to be administrative costs.

- Accounting, financial, cash management, budget activities, procurement, personnel, payroll, property management, audit, and general legal services functions are administrative in nature, as are coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports and developing systems and procedures, including information systems, required for these administrative functions.
- Oversight and monitoring activities are classified depending on whether the activity being monitored is administrative or programmatic in nature.
- The costs of supplies and equipment used for administrative functions or activities and the cost of staff that perform and/or supervise administrative functions or activities are considered administrative costs.
- This definition of administrative costs is different from facilities and administration costs referred to in 2 CFR Part 200.
- If the cost of a function or activity in question is not listed as an administrative cost in 20 CFR 667.220, then such cost can be considered a program cost and is not counted against the 8 percent limit.

Participant Wages (including FUTA/SUTA & FICA)

This is the participant wages paid and includes only those items actually within the temporary employee's pay check plus FUTA/SUTA, and FICA. If the employer of record also allows for fringe benefits (i.e. sick days, annual leave, etc.) for temporary employees, this will be recorded within this line item. If the employer of record allows for any retirement benefits for temporary employees, this is not allowable under DWG.

Supportive Services – Jobs

This includes all Supportive Services during the temporary job assignment as outlined in the "DRJP Handbook". While fitted gear for debris cleanup is considered expendable and does not count toward the \$1,800 limit, it is still considered a Supportive Service and is recorded within this line item and service notes.

Supportive Services – Workforce

This includes all Supportive Services during the workforce development component as outlined in the "DRJP Handbook". This is ONLY after the temporary job has been successfully completed and the workforce development component has been added and approved for the DWG.

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.

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DRJP Form 4 (2015-08)

Needs-Related Payments

Needs-related payments are to be provided to DRJP participants who successfully completed the temporary work in the program and have exhausted their UI benefits. These payments will enable the participant to start or continue training; and may also be provided to a participant who will begin a training program within 30 calendar days.

Needs-related payments for DRJP participants is equal to the weekly UI compensation level previously received or \$175, whichever is less.

Needs-Related Processing

This is the cost associated with processing needs-related payments and is required to be charged at \$3 per payment to the grant.

Career Services

Career Services are allowed during the temporary job portion of the grant or after the participant has completed the temporary job.

Training Services

Training services are allowable after the participant has met the eligibility requirements for WIOA Training Services. In addition, the participant must have successfully completed the temporary employment assignment – except in rare cases where documented health reasons prohibit this and the participant cannot be reassigned to other work assignment. Training Services are not allowable until the grant modification (which is after the initial application) has been approved by the US DOL and the DWD has notified all Regions that Training is allowable.

Other – Facilities

This is the cost allocated to the DWG based on approved cost allocation plans. In includes items such as rent, utilities, phone, Internet, etc.

Other – Program Staff Wages

This includes any staff wages that are considered program. This is WDB program staff time and contracted staff time (i.e. subcontracted staff costs). This does not include any DWD staff time as this is taken out of the percentage allowable for state costs. This also includes allowable travel costs per local policy for staff.

Other – Office Supplies

This is general office supplies such as: staff computers (when necessary for DWG-related functions and allocated based on a cost allocation plan), mailing supplies, pens, paper, cell phone usage attributable to the grant, tec.

Other – Outreach

This is DWG-related program outreach. It does not include any outreach that is not targeted at the population eligible to participate in the grant. If only a portion of the outreach (i.e. a job fair) is for the DWG, then this cost must be allocated appropriately.

Other – Worksite Supplies

This includes items such as: chainsaws, rakes, shovels, computers for specific temporary employee positions, non-fitted gear (i.e. gloves, safety vests, protective eyewear, etc).

Other – Safety Training

This is the cost for the safety training for debris and restoration temporary jobs (i.e. OSAH training, Skid-Loader Training, required safety training, etc.)

Other – Transportation Lease

This is the cost for any transportation leased – regardless of the cost. This includes fuel for the transportation and maintenance not covered under the contract. All transportation leased is included with the “Heavy Equipment” request.

Other – Small Equipment Lease

This is the cost for any small equipment leased (i.e. power washer, concrete mixer, etc.). This includes fuel for the small equipment leased and maintenance not covered under the contract.

Other – Heavy Equipment Lease

This is the cost of any heavy equipment leased. All heavy equipment requires approval by the US DOL. (i.e. bulldozers, dump trucks, excavators, etc.). This includes the fuel for the heavy equipment leased and maintenance not covered by the contract.

Other – Workers’ Compensation

This is the amount of workers’ compensation paid on behalf of the participants.

Other – Pre-employment

This includes any pre-employment costs including: physicals, background checks, tetanus shots, and drug screenings. It also includes Supportive Services required to enable the participants to attend pre-employment activities (i.e. transportation reimbursement).

--- All expenses charged to the grant (including through cost allocations) must be directly related to the specific grant functions and proper documentation must be on file.